



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

MIRIAM DIXON
DIRECTOR

PLEASE POST CONSPICUOUSLY
April 17, 2017

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Confidential Assistant to the Human Resources Director
Department of Human Resources

The **Department of Human Resources** has one (1) vacancy for the position of **Confidential Assistant to the Human Resources Director** at a range of **\$40,000 - \$45,000/year @ 37.5 hours/week.**

This position is pending Municipal and New York State Civil Service Classification. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis. New York State Civil Service has the final authority to decide whether this position is testable.

Preferred Qualifications: Candidates should have extensive experience in Microsoft Office Suite.

Anyone who is interested in applying for this job should submit a resume and application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albany.gov

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST CONSPICUOUSLY.
POSTED UNTIL FILLED.

An Equal Opportunity /Affirmative Action Employer

CONFIDENTIAL ASSISTANT TO THE HUMAN RESOURCES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Reporting directly to the Human Resources Director, the Confidential Assistant assists the Human Resources Director with all special projects, performing secretarial and administrative duties as required. The Confidential Assistant is privy to all such decisions and correspondence before they are publicly announced or even before the decisions are actually formed. Thus, essential to this position is the confidentiality of the work performed and the ability to establish and maintain working relationships with City department heads, and Civil Service Commission. The Confidential Secretary routes telephone calls and messages from the department heads and the public to the Human Resources Director as appropriate, providing only general information of a non-confidential nature when possible. Work also involves the filing and maintenance of all budget correspondence and documents.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Human Resources Director with all special projects;
- Performs a wide range of clerical, secretarial and administrative tasks and activities;
- Produces typed letters and memoranda or other classified documents as directed by the Human Resources;
- Plans, coordinates and maintains physical and electronic records for the Human Resources Director;
- Maintains the Human Resources Director's confidential Files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of word processing, spreadsheets and database software applications;
- Good knowledge of business English, spelling and punctuation;
- Ability to maintain records in a concise and organized manner;
- Ability to establish and maintain effective working relationships with other employees and diverse populations;
- Ability to understand and follow moderately complex oral and written directions;
- Ability to understand and carry out oral and written directions;
- Ability to communicate effectively, both orally and in writing;
- Discretion;
- Tact;
- Courtesy;
- Good judgment;

- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) and three (3) years of full-time paid administrative support experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Associate's Degree and five (5) years of full-time paid administrative support experience.

Adopted: 5/28/14
Revised: 4/26/17